

Minerva Public Library Board of Trustees
Minutes of the April, 2022 Regular Meeting
April 28, 6:30 pm in the Library Community Meeting Room

Call to Order: Mr. Rutledge called the meeting to order on April 28 at 6:35 pm in the Library Board Room.

Attendance: Library Trustees Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge; Library Director, Tom Dillie, Fiscal Officer, Christina Davies.

Adjustments to the Agenda: Mr. Dillie added new job description for Library Associate I to New Business.

Public Participation: none

Minutes: Ms. Birks moved to **Approve** the minutes of the March 24, 2022 Regular Board Meeting as presented. Mr. Rutledge seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that registration for the Minerva area is now just over 80% of eligible kids. He will ask Stark Library if there is a report for only Minerva registrations broken down by age just as there is for the county as a whole.

Library Service During Pandemic Update: Mr. Dillie reported that demand for COVID test kits has dropped to almost nothing, and the library has plenty of kits on hand. He has asked the Dept. of Health not to send any more kits, but leave the library on the distribution list. So far this year, four staff have been out with COVID.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the Monthly financial documents for March, 2022 and to **Approve** the monthly report from the Fiscal Officer. Ms. Miller seconded. Motion carried unanimously.

Ms. Davies reported that she has a call into the UAN consultant regarding moving the Eglie bequest from General Revenue to Capital. She attend the mandatory CPIM training and served on a panel discussing UAN for public libraries; it seems Minerva is one of the few libraries that is using the fund codes correctly. She has renewed several smaller CDs, but will wait to purchase any larger CDs until fall, when interest rates are expected to be better. She had covered some duties for Kelly Boggs at North Canton Public Library while Kelly was on leave.

PLF Distribution: The April PLF receipts are \$54,694, a 15% increase over the \$47,545 received last April. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

2022 General Fund Net Operating Position

March Revenue	= \$125,021*	Total Year-to-Date Revenue	= \$278,731*
March Expenses	= \$ 57,654	Total Year-to-Date Expenses	= \$160,952
Difference	\$ 67,367		\$117,779

*Includes \$75,013.00 restricted contribution

March expenses included the annual renewal of property and liability insurance. Regular monthly expenses are still running well below revenue.

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$160,952	17%

*includes \$200,000 total transfer out to Capital

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$160,952	21%

Unique Management: billed the library \$29.55 for 3 placements. UAN has raised its placement fee. Mr. Rutledge asked whether the library recovers enough from the collection agency interactions with delinquent patrons to justify the expense. Mr. Dillie reported that it's hard to tell. UAN provides regular reports showing dollars recovered, but it's reasonable to wonder whether most of that material would have come back regardless of UAN's intervention. Or whether a letter from the library to the patron would have produced the same result.

New Business

Bequest to the Library: As was discussed at the last Board meeting, the library has received a substantial bequest from the estate of Herb Eglic, who was a regular library patron. There was general agree with Mr. Dillie's suggestion to create restricted capital account for the gift in anticipation of using in support or remodeling portions of the library. Mr. Dillie said that while a remodel or renovation was not in the immediate future, planning should begin in the next couple of years with work to start later in the

next five years. The goal with this bequest would be to use it for a specific project within the larger renovation. The Board authorized creating that fund account.

Ms. Birks moved to **Approve Resolution 22-04-01** to create a Herbert Eglie capital fund account and to restrict its use to support of the remodeling of the library. The fund is established with \$75,013.00 from the bequest Mr. Eglie left to the library. Ms. Repella seconded. Motion carried unanimously.

Library Materials Evaluation and Selection Policy: at the last Board meeting Mr. Dillie distributed copies of the library's current Materials Evaluation and Selection Policy and a draft revision for Board review and discussion at this meeting. Copies of the current and proposed policies are again included in the Board packet. Mr. Dillie pointed out the two noticeable additions to the policy: a more detailed explanation of downloadable and streaming content, and a more detailed explanation of the role resource sharing through SEO plays in collection development. Otherwise, the changes to the policy are to make language more consistent, precise, and clear.

Ms. Repella moved to **Approve Resolution 22-04-02** to approve the revised Materials Evaluation and Selection Policy as presented. Ms. Miller seconded. Motion carried unanimously. Mr. Dillie will post the new policy statement on the library website. (<https://www.minervalibrary.info/content/library-materials-evaluation-and-selection>)

Library Annual Report: a copy of the library's annual report for 2021 is included in the Board Packet for review. (Attachment A)

Mr. Repella moved to **Approve Resolution 22-04-03:** to approve the 2021 Annual Report as presented. Ms. Miller seconded. Motion carried unanimously.

Library Associate I Job Description: Mr. Dillie shared a new job description for the part-time LA I positions. Previously, these part-time positions had been specific to either Youth or Adult Services. While the job descriptions were very similar, each included some tasks specific to one department, and current LA I staff work only in one department. For the future, it seems more efficient to have part-time trained and regularly scheduled to work in both departments. This new job description creates no new duties for the classification, but does combine duties from the departmental positions. (Attachment B)

Ms. Birks moved to **Approve Resolution 22-04-04** to approve the Library Associate I job description as presented. Ms. Repella seconded. Motion carried unanimously.

Correspondence

None this month

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Annual Library Statistics: March door count was 6456, up 53% up from March of last year, and down 38% from the count in March, 2019. The book sale certainly helped bring people in during March. In-house circulation was pretty much equal to March last year and is down 1.4% for the year. Checkouts at the desks were noticeably higher than a year ago, while renewals were down. Total circulation was down 1.52% for the month, despite all the problems with the delivery service which limited how much we could loan to other libraries and how much other libraries could send to us. The library did add 54 new borrowers which is the largest single month total in the last 18 months.

Acknowledge Gifts—March

Restricted Individual Contributions to the General Fund

\$ 2656.50*

Unrestricted Individual Contributions to the General Fund

\$ 0.00

Total Restricted and Unrestricted

\$ 2656.50

*Includes \$368 from JDZ Sales for online sale of discards; the bulk of the remainder is proceeds from the book sale. Book sale proceeds were the highest ever.

Restricted Contributions to the Capital Fund

\$75,013.00

In-kind Gifts

Anonymous

18 hardcovers; 11 trade
paperbacks; 2 mass market; 2 DVDs;
1 videogame

Roger Bartley

1 DVD set

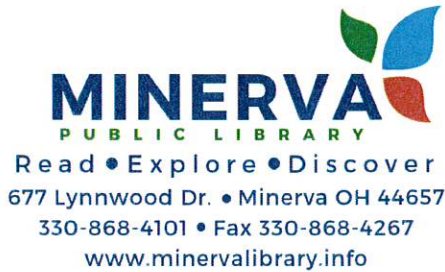
Ms. Birks moved to **Adjourn** the meeting at 7:45. Ms. Miller seconded.

The next Regular Board Meeting will be held on May 26, 2022 at 6:30 pm in the Community Meeting Room.

Board Vice-President

Date

2021 Annual Report



Library Board President – Roger Bartley
Library Director – Tom Dillie
Fiscal Officer – Christina Davies

In 2021 the library staff tried new ways to engage with you, the library patron, as we all figured out how to get long during the pandemic. Youth Services staff presented programs online and outside, offered new and creative take home projects for children of all ages, and returned to programs in person and in the building with the start of the new school year. Adult Services offered take and make crafts for the first time which proved very popular. Staff helped patrons figure out how to enjoy the library's free download and streaming content to read, watch, and listen to. A new heating and cooling control system, and new air conditioning condensers made the library more comfortable and improved energy efficiency. We continued to provide you with the books, DVDs, audiobooks, CDs, children's activity kits, magazines, artwork, downloadable materials, programs, and services, that you find interesting and worthwhile. And you enjoyed and made good use of those services, materials, and programs over the past year.

In 2021

- You checked out or renewed library materials 163,174 times.
- You visited the library 42,579 times.
- You picked up at the drive-up window 2,895 times.
- You asked 9,256 reference questions of library staff.
- The Library loaned 31,528 items to patrons at other Ohio libraries.
- You borrowed 16,696 items from other Ohio libraries.
- The Library added 4,900 items to the collection for you to check out and enjoy.

Keeping you connected—online and in the community

In 2021, the library replaced all the public computers with newer, faster machines which include Microsoft Office software. The library offers high-speed internet access throughout the building on desktop computers, laptops, and through wifi to which you can connect your own devices. Downloadable books, audiobooks, music, and movies are available to you to enjoy for free through the Ohio Digital Library Hoopladigital.com, and Kanopy, which provides streaming movies and television programs. LinkedIn Learning provides comprehensive online job training for you in the library, at home, or on the go. Databases from the Ohio Web Library provide online access to magazines and journals, genealogy resources, encyclopedias, car repair guidance, hobby and craft information, and reference books. The Library has a variety of meeting and study rooms for your use and once again makes those rooms available for private functions as well as public meetings.

In 2021

- The library was open 304 days and 2,269 hours.
- You downloaded 22,636 e-books, audiobooks, CDs, and movies—a new record!
- You connected to library wi-fi over 6900 times.
- You used the study rooms over 513 times for studying, writing, tutoring, and working.

Service to Youth

The always popular Summer Reading Program moved outdoors this year. With the start of the new school year in the fall, the Library resumed in-building story times for young patrons and their caregivers, and resumed after school activities for tweens and teens. The Library also provides class visits to aid students and teachers from Minerva Local Schools, Minerva Area Christian School, the area Mennonite school, the YMCA Preschool, and area homeschoolers.

In 2021 Library staff provided:

- 258 scheduled class visits to the Library—5193 students served.
- 43 visits by library staff to classes at local schools—919 students served.
- 26 story times for children of various ages—637 children and caregivers served.
- 51 different Summer Reading events—2,092 children and caregivers served.
- 37 virtual programs—4191 views.
- 140 other youth programs—1,323 children and caregivers served.

Library Youth Services staff also assist in the Library's partnership with SPARK (Supporting Partnerships to Ensure Ready Kids), an early literacy and school-readiness program, and offers the 1000 Books Before Kindergarten reading challenge to encourage early literacy skills.

Library Funding

The Library is funded by a monthly distribution from the State of Ohio through the Public Library Fund (PLF). The PLF currently receives 1.7% of the State's General Revenue Fund. The monthly PLF distribution is divided among Ohio's 88 counties and then distributed to public libraries in each of those counties by that county's Budget Commission.

2021 Revenue	Percent	Amount
Public Library Fund (PLF)	97.6%	\$775,858
Fines and Fees	.6%	\$ 5,060
Contributions	1.0%	\$ 7,829
Miscellaneous	0.4%	\$ 3,245
Investment Earnings	0.4%	\$ 3,231
Total	100.0%	\$795,223

2021 Operating Expenditures		
Salaries and Benefits	47.1%	\$366,012
Library Materials	9.2%	\$ 71,629
Purchased Services	16.8%	\$130,069
Other	1.4%	\$ 17,309
Supplies	2.3%	\$ 11,254
Transfer to Capital Fund	23.2%	\$180,000
Total	100.0%	\$776,273

2021 Capital Expenditures		
Maintenance and Repair	84.2%	\$144,607
Land Improvements	2.3%	\$ 3,869
Furniture and Equipment	13.5%	\$ 23,189
Total	100.0%	\$171,664

Generous Support

The Library appreciates your generosity in donating to help provide library programs and services. Please consider the Library when you plan your annual giving.

In 2021 Library patrons and local businesses gave targeted donations totaling \$1,675.

- Library book sales and anonymous donations provided \$3,154.
- Patrons donated 487 books, DVDs, videogames, and audiobooks to the Library's collection.

Attachment B, Minutes of the April 28, 2022 Regular Board Meeting

Classification: Library Associate I

Title: Library Associate I (part time)

Department: Adult Services and Youth Services

Reports to: Managers, Adult Services Department and Youth Services Department

Hours: Part time at 20 hours per week including days, evenings, and one or more Saturdays a month as scheduled. Scheduled hours of work are divided between the Adult Service Department and the Youth Services Department. Schedules may be altered depending on the needs of the library.

Job Objective: A Library Associate I works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions; provides high quality customer service to patrons of all ages; and maintains an orderly and welcoming library. This position works under the supervision of the Department Managers.

Essential Job Functions and Responsibilities:

- Efficiently and accurately performs all standard circulation processes and procedures.
- Provides basic reference and reader's advisory assistance to patrons using appropriate resources.
- Effectively assists patrons in locating and using library materials to read, listen to, or view in all formats offered by the library.
- Maintains an orderly and attractive library collection; verifies and sorts returned materials; cleans materials as needed; shelves materials; reads shelves as needed and assigned; assists with displays of materials.
- Maintains a high level of effective and efficient customer service in assisting all patrons in the use of library resources, equipment, programs, and services.
- Handles confidential information with discretion.
- Shows tact and courtesy with the public and with other staff members.
- Assists with packing and receiving loans from other libraries.
- Assists in processing library materials.
- Assists with library programs as needed.
- Solves routine problems under supervision.
- Performs opening and closing procedures.

- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

Qualifications:

- Graduation from high school and prior library experience, or equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work closely with patrons of all ages individually and in groups.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds, and moving loaded book carts and other library equipment and fixtures.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____